

# Comparisons of Job Characteristics

**Focus Occupation: Office Clerks, General (43-9061)**

**Associated Occupation: Postal Service Clerks (43-5051)**

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

## Knowledge

Similarity of Focus Occupation to Associated Occupation: 74

**Focus Occupation: Office Clerks, General (43-9061)**  
**Associated Occupation: Postal Service Clerks (43-5051)**

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Customer and Personal Service	11.3	12.2	14.7	>	Current knowledge level is likely sufficient
Clerical	7.3	9.0	20.8	>>	Current knowledge level is likely more than sufficient
Public Safety and Security	6.9	8.6	5.7	<<	Extensive education and/or training may be required
Sales and Marketing	5.2	8.4	2.3	<<	Extensive education and/or training may be required
Transportation	4.6	7.6	2.0	<<	Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Skills

Similarity of Focus Occupation to Associated Occupation: 89

**Focus Occupation: Office Clerks, General (43-9061)**  
**Associated Occupation: Postal Service Clerks (43-5051)**

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Service Orientation	7.9	9.7	8.7	<	A higher skill level may be required
Mathematics	6.2	7.4	5.6	<<	Extensive development of skills in this area may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Abilities

Similarity of Focus Occupation to Associated Occupation: 88

Focus Occupation: Office Clerks, General (43-9061)

Associated Occupation: Postal Service Clerks (43-5051)

Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Manual Dexterity	6.5	8.6	5.2	<<	Extensive improvement in abilities may be required
Number Facility	6.3	8.3	7.1	<	Some improvement in abilities may be required
Trunk Strength	5.7	8.0	2.0	<<	Extensive improvement in abilities may be required
Extent Flexibility	4.8	7.9	1.0	<<	Extensive improvement in abilities may be required
Static Strength	5.0	7.6	3.1	<<	Extensive improvement in abilities may be required
Gross Body Coordination	3.9	5.9	1.3	<<	Extensive improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Activities that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: 81

Focus Occupation: Office Clerks, General (43-9061)

Associated Occupation: Postal Service Clerks (43-5051)

Work Activities	Exclusivity of Activity
Answer customer or public inquiries	41
Calculate monetary exchange	67
Distribute correspondence or mail	76
Examine documents for completeness, accuracy, or conformance to standards	64
Fill out business or government forms	42
Greet customers, guests, visitors, or passengers	63
Maintain account records	69
Obtain information from individuals	24
Operate business machines	68
Receive or disburse cash related to payments received	80
Resolve customer or public complaints	54
Sell products or services	69
Sort mail letters or packages	89
Use computers to enter, access or retrieve data	3
Use oral or written communication techniques	1

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Tools and Technologies that Both Occupations Have in Common

Similarity of Focus  
Occupation to Associated  
Occupation: n/a

Focus Occupation: Office Clerks, General (43-9061)  
Associated Occupation: Postal Service Clerks (43-5051)

Tools and Technologies	Exclusivity
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Tools and technology data is unavailable for one or both occupations.	
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Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.